G. R. S. IX-5]

Previous references.

G-7-92-17 & 6-7.96 & 11.
1919-1920.

File No. 13-19

Serial Nos. 86 & 125

(G.7.)

Later references.

47 & 25-20-34 & 37

G. F. C. [illegible]

(N.F. 23.25.85.

42-15-30 (16 & 17)

42-7-31 (86 & 100)

42-6-34 (15, 20)

GENERAL AND REVENUE SECRETARIAT

Serial Nos 86 & 125

Part B for October 1920.

SUBJECT

Proposals re. the reconstruction of [illegible]
the Clerical Service in the Secretariat
Offices.

---

125 To the Comptr.
(1076: 2667 A) 4-10-1920
(Approved by the —

27/12

G. R. S. III—1] 1919

GENERAL AND REVENUE SECRETARIAT.

(G 7)

NOTES.

File No. 13—G

FILE HEADING.

Establishment of the Comptrollers office.

From

The Comptroller.

No. R 1698 Dated 17-4-20. Received 20-4-20.

Diary No. 3520	Enclos.	Spare Copies.	Serial No. 84

BRIEF ABSTRACT OF LETTER.

Submits proposals for the recruitment of men to the clerical Service of his office as called for in para 7 of G.O. No. H 2731/G 7 92-17-11 & 10-12-18 and also in para 3 of G.O. no H 1341/97 27-18-96 & 20-8-19.

NOTES AND ORDERS.

G & G.

G 7 92-11 Nos 6, 7, 9, 99 & 11 & also G 7 27-18 Nos 81 & 96 are put up.

Subs for orders

The following reasons regarding the disposal of the case should be put up.

(1) The clerkship rules in force.

(2) The syllabus of the clerkship Exam

(3) Do of the Commercial Exam (Rules) with the Govt of 16-12-1918.

NOTES—First Sheet.

WD 1232—GPB—20,000—18-11-15

7520

G. R. S. III-2)

General and Revenue Secretariat. | P.A. File No. 13 of 1919.

Serial No.

The following references are put up.

1. G.O. no. 78-E.A.S. I. dt 24.12.1916.
2. G.O. no. 1811-1860 E.A.S. dt 16.12.18
3. Syllabus of the Commercial Exam.. G.O. 172 E.A.S. dt 5.3.17

Y S T E

15.5.20

20

The Compilation proposed involves the following points.

(1) Modification of the clerks bifurcation rule sanctioned in GO of 16.12.1918 (3), so as to permit the recruitment to the clerical service in the Compilation office of men who have passed

(a) Local Service and Higher or PU Exam by

or (b) Mysore University Entrance or Madras UC Intermediate or other higher Exams.

or (c) Commercial Exam. (Inter. grade) - Any two subjects.

(2) Notification of a Competitive Exam to take in men who do not possess any of the qualifications, as per rule proposed by the Compilation

(3) Exemption from passing the Local Higher in the case of candidates who have passed the Commercial Exams.

As regards point no. (1), the opinion of the Administration Dept (E.A.) will have also obtained - Candidates coming under (a) & (b) may perhaps be entertained without passing the clerical

NOTE—Contn. sheet.

Serial No.

service &c as the former may be considered to possess an adequate knowledge of office accounts and rules of procedure, and the latter, ~~who~~ (with sufficiently high educational qualifications for clerical service in the Compilation appt) will be required to pass the accounts Test higher before confirmation.

As regards Candidates coming under (c) it has already been ordered that typists ~~and~~ shorthand typists need not be required to pass the accts test to entitle them to confirmation. And in respect of such appointments in the clerical service, the passing of the Commercial Gr 2 ~~test~~ in any 2 subjects including typing maybe accepted as sufficient for being eligible for ~~confirmation~~ entertainment.

(2) The Compilation proposals may be approved with the modification that a fourth subject be added to the list viz office correspondence & office routine or general rules of office procedure = 100 marks.

(3) As already stated typists will require to complete and no further rules are req in their case. It does not appear desirable that other hands in the clerical service shd be exempted from passing the accts Test as required by the rules on the 3614/29/5 subject, they having passed in correspondence and office routine or book keeping. 28/5/20

I think the Compilers proposals may be appd. The question of

NOTE—Contn. sheet.

G. R. S. III-2]

General and Revenue Secretariat. | G. F. File No. 13 of 1919

Serial No.

The Administrative Dept may further be consulted in regard to the Clerkship Exam^n. Order as proposed to be modified in their application to Comptroller's Office only

(Sd) C. Sankaran Nair 11.6.20

(Sd) E. A. Lauch 16/6/20

Candidate who...

put up flag-B

as ordered H.K.W

Engineering Secy

GEN. & REV. SECRETARIAT VIII E. AUDIT. 12 JUN 1920 425

The Comptroller wants that the following classes of candidates be exempted from having to pass the Clerkship Examination:—

(1) Those who have passed a Competitive Examination for admission into the Comptroller's Office staff

(2). Those who have passed the Accounts Higher or Public Works Entrance Examination

and (3) Those who have passed the Intermediate University Entrance Examination or the Madras University Intermediate Examination

The rationale of these recommendations is not clear. Those other examinations the passing of which are to entitle the candidate to exemption from the Clerkship Exam^n cover a

NOTE—Contn. sheet.

Serial No.

the field of the latter—

Their spirit of the orders of Govt on the subject is that attention of the Candidates should be promptly directed to the technique of office work and the Curriculum for the Clerkship Examn is framed with this object. To grant exemptions from this test without requiring a similar test or an equivalent one is to defeat the initial object.

The difficulty expressed by the Comptroller is also real. But the most suitable method to overcome it is to follow one of the following two ways:—

(1) by appointing Candidates temporarily and requiring them to pass the Clerkship Examn before Confirmation

~~A similar proce~~

[Care should be taken that each temporary official sits for each available Examn & does not avoid it as is at present the case in most offices]

or (2) by recruiting the Candidates on the results of a Competitive Examination as proposed but—& appointing them

NOTE—Contn. sheet.

3520 1425

G. R. S. III-2)

General and Revenue Secretariat. | 17 File No. 13 of 1919 | 6

Serial No.

on probation only and requiring them to pass also an office manual Examination at the next opportunity (as in the G/R.S.)

Total exemption from any test relating to office routine is unacceptable from the point of view of maintaining an adequate standard of efficiency — must speak of improvements in office routine

Dy. 26/6/20

Jas (Seth)

Jesus) 3908/26/6

18 23/6

Ll. w.c. 4-6-20

Ds 21/7/1920

The opinion of the Comptr. may be invited on the above suggestions

mmh 22/7/20

18 3/7

Comptr)

Secretariat Office 31 JUL 1920

Gen. Rev. No. 40 of 20.7.20

I am sorry there has been some delay in the disposal of this reference owing to pressure of budget and loan work

Here appears to be some

3452

NOTE—Contn. sheet.

Serial No.

misconception on this subject. The knowledge expected of those required to pass the Subsidiary examinations essentially consists in being conversant with general office procedure and the elementary rules for preparing bills of establishment and for contingencies of an office, preparation of statements, budgets &c, and for handling and accounting of office cash. The examinations proposed to be prescribed for confirmation of clerks in this office requires a knowledge of the above in greater detail and embraces a wider field. The office procedure pertaining to an account office is elaborately dealt with in the codes of the account department in which the men entering this office are required to pass at several stages before climbing up the official ladder. It must also be remembered that the account department is a technical department, and the work to be done in this office mainly consists of audit and accounts supplemented by a knowledge of office procedure pertaining to an account office. So long as the

3520 8

G. R. S. III-2)

General and Revenue Secretariat. | Q7 File No. 13 of 1919.

Serial No.

examinations prescribed have the effect of rendering the men thoroughly fitted for the duties expected of them, and the needs of the department are fully met I do not see why they should be required to pass the Clerkship examination which would be superfluous if not unnecessary.

My proposals are in accordance with the suggestion of Mr Datta who with his wide experience of the needs of an Account Office did not consider the Clerkship examination necessary for men recruited to his office

J. Satyanarayana Chetty
30.7.20.

30/7

Submitted with reference to Mr Grey's remarks in paragraphs 3 & 4 above

mad 31/7/20

Mr Grey)

I think the Comptr's proposals may be sanctioned

Sd/- Muthuswami 17-8-20

Approved by the Council Secretary

Sd/-

DEWAN'S OFFICE.
Recd. on AUG 18 1920
Reg. No. 13

NOTE—Contn. sheet.

436 2/8

Confidential Dewan

Sd/- 20/8 To The Chief Secy 20/8

P. To

Sd/- 21.8.20

G. R. S. III-2j

General and Revenue Secretariat. | 87. File No. 13 of 1919

Serial No.

The Amp Tickets proposals are acceptable to me.

Sd/-
3.9.20

Sd/-
6/9

~~Sd/- illegible~~

~~illegible~~

NOTE—Contn. sheet.

10

(For Disposal by Circulation.)

No. C. 158

.....19.20.-21

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

Proposals re: the recruitment of men to the ~~clerkal~~ clerical service in the Comptroller's office.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

C S Balasundaram
Chief Secretary to Government.

.....31st August 19.20.

Extraordinary Member of Council.

First Member of Council. (Vide Dewan's note)

1441-26
1.9.20.

Second Member of Council. opinion recorded
Reed
3.9.20

1643
4.9.20

Third Member of Council.

5/20 C.158

G. R. S. III-2]

General and Revenue Secretariat. | G.F. File No. 13 of 1919

*23. As soon as circulation is complete and the opinion of the Council is recorded, the file will be forwarded to the Secretary in the Department concerned for transmission if need be to the Financial Secretary under Standing Orders and for submission to the Dewan or Member in charge.

Circulation complete.

Forwarded with compliments to the Secretary to Government, Financial Department under *Rule 23 of the Subsidiary Rules of Council Business.

By Order,

C Balasundaram
Chief Secretary to Government. 8/9.

962/89

A/S for Please issue orders accordingly. MRG 9-9-20

Draft please MRG 9-9-20

MRG

Draft Sub? [Then need not have been so much delay in putting up this simple draft]

17.9 TSR 18/9

Draft Sub? approd. Please see para 2 addd by me in the draft MRG 26/9/20

1228/19

TC Srey)

MRG 28/9/20

NOTE.—Coto. Sheet.

WD—307—GPB—1,000—19-8-19

350 12

G. R. S. III-2

General and Revenue Secretariat.

File No. 13 of 1914-20

Serial No.	
125	To the Comptr. No. 3(1): 2667-D 4-10-20 Approves of the postings made by the Comptr for the recruitment of men to the clerical service of his office.

By 17/10/20

NOTE—Contn. sheet.

C 158

Please address all future communications to the Comptroller to the Govt. of H. H. the Maharaja of Mysore.
In reply to this Comm. please refer to
No. R.1698.

OFFICE OF THE COMPTROLLER TO THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Dated, Bangalore, the 16th April 1920.

3520.

19-20
G.I.
13-19
86

FROM

T. Satyaraj Chetty, Esq., B.A.,
~~M. N. KRISHNA RAO, ESQ., B.A.,~~
~~Offg.~~ *Comptroller to the Government of His Highness the Maharaja of Mysore.*

To

M. N. Krishna Rao, Esq. B.A.,
Secretary to the Government of Mysore,
Financial *Department.*

SIR,

I have the honour to submit herewith my proposals for the recruitment of men to the Clerical Service of this office called for in para 7 of ~~the~~ Government Order No. 2731 dated 10th December 1918 97 92-17-11.

2. Under the rules for recruitment and promotion in this office as they now stand the following are the service and departmental examinations to be passed by the officials of this office possessing the prescribed minimum educational qualifications during the several stages of their service:—

(1) Recruitment to Clerical Service

Clerical Service Examination under the Clerkship rules.

(2) Confirmation in Clerical Service

Local Service Accounts Higher or Local Service Public Works Entrance Examination.

(3) Accountants' grades- Departmental Examination for ~~the~~ promotion to the grade of Accountants.

(4) Superintendents' grades- Departmental Examination for the Subordinate Account Service for promotion and confirmation in the grade of Superintendents

It has been found extremely difficult to find the required ~~the~~

WD.0322—GPB—3,000—11-12-16

C. O. 42–Rec.—17]

....Department

191

FROM

M. N. KRISHNA RAO, ESQ., B.A.,

Offg. Comptroller to the Govt. of

H. H. the Maharaja of Mysore.

To

.....ESQ.,

Secretary to the Govt. of Mysore,

Dept.

Dated

Despatched

Received

No.....

Subject matter.

number of men for recruitment to clerical service confirming the selection to those who have passed the Clerical Service Examination under the Clerkship rules and it is therefore necessary as proposed by Mr.Datta in para 85 of his note on the Reorganization of the Comptroller's Office to hold a competitive examination to secure a larger number. Those who have passed the Accounts Higher or the Public Works Entrance Examination, who under the rules now in force are eligible for confirmation in the clerical grades need not be required to pass the clerical service examinations under the clerkship rules or the competitive examination now proposed to be held. I would recommend that those who have passed the Mysore University Entrance Examination or the Madras University Intermediate examination be also exempted from passing the examinations prescribed for clerical service. If this proposal is approved by Government the following will be eligible for recruitment to the clerical service of this office:-

(1) Those who have passed the Matriculation Examination or have obtained S.S.L.Certificates and have passed the clerical service examination (Higher grade) under the clerkship rules.

(2) do do and have passed the Competitive examination held by this office.

(3) Those who have passed the Local Service Accounts Higher or the Public ~~Services~~ Works Entrance Examination

(4) Those who have passed the Mysore University Entrance Examination or the Madras University ~~Entrance~~ Intermediate Examination or other higher examinations of these Universities

(5) Those who have passed any two of the Commercial examinations (Intermediate grade) prescribed in Government Order No.1811-1860 dated 16th December 1918.

E.A.G.307.

Those possessing the qualifications mentioned in (3) & (5) above will also be eligible for confirmation in the Clerical grades

Those satisfying the conditions specified in (1),(2) and (4) above will be eligible for confirmation in the clerical grades only if they pass the Local Service Accounts Higher or the Public Works Entrance Examinations.

The Competitive examination to be held by this office may be in the following subjects:-

(1) English Composition	..	100 Marks
(2) Hand writing and Dictation	..	100 "
(3) Arithmetic	..	100 "

No one to be considered to have passed the examination unless he obtains 40 per cent of the maximum number of marks in each of the above subjects and 50 per cent in the aggregate. The required number ~~of~~ for recruitment to the clerical service to be selected from among the successful candidates in order of merit.

The examination to be held once a year or at longer intervals as the Comptroller may deem expedient or necessary.

I have the honor to be,

Sir,

Your most obedient servant,

Comptroller.

U.

G.R.S. VI–71]

SUBJECT.....

Diary No. of letter replied to.....

General and Revenue Secretariat

, *the* 191 .

Date of issue.....

Signed by.....

Section G 7
File No. 13-19
Serial No. 125

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read—

Letter no R. 1698 of 17th April 20 from the Comptr submitting proposals for the recruitment of men to the clerical service of this office.

(Comptrs letter to be typed in extenso as annexure)

Order Thereon—No. H 2667 dt 4 Oct 20

The Comptrs proposals are approved ~~and this attention is invited to para 2 of Govt No FE 1341/F 227-8 dt 20-8-19~~

~~To Genl. Secy.~~

To The Comptr.

May this be

i Printed ? Yes

treated as a standing order ? Yes

published in the Gazette, English Part ?

translated ?

v placed at the disposal of the press ?

vi published in the Gazette, Kannada Part ?

Orders are solicited

The above

KR
19.

A printed copy to be sent to E.A. branch

KR
17.9.

TCR
18.9.

2 ~~Three~~ Matriculates and 882's who have not yet passed the Clerical Service Exn. (Higher grade) or the Local Service Accounts Higher & P.W. Service should be required to sit for the Free Competitive Exn and only those that pass this Competitive test should be continued. Attention is in this Connection invited to para 2 of GO No. 7C 13241/G. 7 27-8-96 & 20-8-1919.

Secretary

26/9/30

List of enclosures.

Copied by

Examined by

WD 1744—GPB 30,000 17-5

17

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. Fl. 2667—G. F. 13-19-125, dated 4th October 1920.

Clerical Service of the Comptroller's Office.

Sanctions the Comptroller's proposal for the recruitment of men to the——

WD 328—GBPM—250—5-11-20

15.

S. O. G.

Clerical Service of the Comptroller's Office.

No. Fl. 2667—G. F. 13-19-125, dated 4th October 1920.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Read—

Letter No. R. 1698, dated 17th April 1920, from the Comptroller to Government, submitting proposals for the recruitment of men to the clerical service of his office.

(*Vide* Comptroller's letter.)

Order No. Fl. 2667—G. F. 13-19-125, dated the 4th October 1920.

The Comptroller's proposals are approved.

2. Matriculates and S.S.L.C.'s who have not yet passed the Clerical Service Examination (Higher Grade) or the Local Service Accounts Higher or Public Works Entrance should be required to sit for the Office Competitive Examination and only those that pass this competitive test should be continued. Attention is in this connection invited to para 2 of Government Order No. F. 1341—G. F. 27-18-96, dated 20th August 1919.

M. N. KRISHNA RAO,
Financial Secretary to Govt.

To—The Comptroller to Government.

Exd.—M.V.

ANNEXURE.

Letter No. R. 1698, dated 16th April 1920, from the Comptroller to Government, to the Secretary to Government, Financial Department.

I have the honor to submit herewith my proposals for the recruitment of men to the clerical service of this office called for in para 7 of Government Order No. 2731—G. F. 92-17-11, dated 10th December 1918.

2. Under the rules for recruitment and promotion in this office as they now stand the following are the service and departmental examinations to be passed by the officials of this office possessing the prescribed minimum educational qualifications during the several stages of their service :—

(1) *Recruitment to Clerical Service.*—Clerical Service Examination under the Clerkship rules.

(2) *Confirmation in Clerical Service.*—Local Service Accounts Higher or Local Service Public Works Entrance Examination.

(3) *Accountant's Grades.*—Departmental Examination for promotion to the grade of Accountants.

(4) *Superintendent's Grades.*—Departmental Examination for the Subordinate Account Service for promotion and confirmation in the grade of Superintendents.

It has been found extremely difficult to find the required number of men for recruitment to clerical service confining the selection to those who have passed the Clerical Service Examination under the Clerkship rules, and it is therefore necessary as proposed by Mr. Datta in para 85 of his note on the re-organization of the Comptroller's Office to hold a Competitive Examination to secure a larger number. Those who have passed the Accounts Higher or the Public Works Entrance Examination, who under the rules now in force are eligible for confirmation in the clerical grades need not be required to pass the Clerical Service Examination under the Clerkship rules or the Competitive Examination now proposed to be held. I would recommend that those who have passed the Mysore University Entrance Examination or the Madras University Intermediate Examination be also exempted from passing the examinations prescribed for clerical service. If this proposal is approved by Government the following will be eligible for recruitment to the clerical service of this office :—

(1) Those who have passed the Matriculation Examination or have obtained S.S.L. Certificates and have passed the Clerical Service Examination (Higher Grade) under the Clerkship rules.